

	STANDARD OPERATING PROCEDURE State Form 39870(R/S-06)	Reference Number TRA-019
	Subject Required Training for Department Employees	
	Special Instructions Replaces TRA-019 dated January 15, 2015	Effective Date July 6, 2018

I. PURPOSE

Establish training requirements for new and existing Department employees.

II. POLICY

All new employees shall receive initial training as indicated in this procedure. Specified positions within the Department may require pre- and/or post-initial employment training. All sworn employees (which for the purposes of this SOP includes both Troopers and Capitol Police Section Officers) shall complete all training hours as required by law.

III. PROCEDURE

A. Newly appointed civilian employees shall be trained in the following areas prior to assuming their duties:

1. Department's role, purpose, goals;
2. Department policy, procedure, regulations, rules;
3. Employee rights, responsibilities, working conditions (OSHA, Injury & Illness Report [Shield], and Hazard Communications Program), EEO/AA and grievance procedures;
4. On-line Sexual Harassment Prevention; Indiana Office of Technology-Information Resource Agreement (IRUA); Ethics training; and Criminal Justice Information System (CJIS) Security Awareness training within 14 days of hire; and

B. Employees hired for civilian positions specified in the [Appendix](#) require specialized training in addition to orientation. Specific training requirements are available through the respective divisions.

C. No person shall be appointed to the position of Trooper until successfully completing:

1. Recruit Academy training; and
2. All phases/aspects of the probationary period as set forth in TRA-009.

D. Police employee positions, as specified in the Appendix, shall require pre- and/or post-assignment specialized training within six months of being appointed to that position.

E. Commanders shall ensure applicable post-assignment specialized training is initiated within 30 days of the assignment.

F. Police employees shall receive a minimum of 24 hours of annual in-service training mandated by IC 5-2-1-9(g) to include at least two (2) hours each of firearms, police driving and defensive tactics training.:

1. All police employees shall attend annual training:
 - a. Firearms, in accordance with SOP TRA-001
 - b. Emergency vehicle operations
 - c. Control tactics
 - d. Criminal/traffic law and the use of force
 - e. Tactical medical/first-aid care
 - f. Review of significant changes in policy, procedure, regulations, rules
 - g. Other training mandated by the department or deemed necessary by the Superintendent
2. All police employees shall attend biennial (two year) retraining in AHA First-Aid in accordance with SOP TRA-016.
3. Police employees, working in specified areas or possessing certain skills, may be required by other standard operating procedures to train annually;
4. Police employees classified as “limited duty” are subject to the training requirements mandated by IC 5-2-1-9(g).
 - a. Limited duty police employees shall participate in training required by the Department or statute within their physical limitations.
 - b. Limited duty police employees who may be physically unable to participate in training required by statute shall satisfy the requirements of IC 5-2-1-9(g) by attending classroom instruction for the class in which they are unable to participate. The hours of classroom instruction shall be equal to or greater than the number of hours required by statute.
 - c. Police employees whose limited duty is of short duration shall complete the required training upon returning to full duty.

G. 40 IAC 2-1-5.5 mandates all Department employees receive ethics training as described in this standard operating procedure and at least biennially thereafter during their tenure.

The initial and subsequent two year renewal training is conducted on line (www.in.gov/ethics).

H. **Commander responsibilities**

Division, Section, Area and District Commanders, as applicable, shall:

1. Ensure all newly hired Regional Dispatchers and Motor Carrier Inspectors complete the Incident Command System IS-700 and IS-100 as outlined in SOP TRA-024.
2. Ensure police employees under their command receive at least 24 hours of annual in-service training mandated by IC 5-2-1-9 (g), to include at least two (2) hours each of firearms, police

driving and control tactics training and receive any other training mandated by the Department by December 31st of the calendar year.

3. Complete an audit of their employees' training records each September to determine each employee's progress towards completing the required annual training and take appropriate steps to ensure all of their personnel complete all required training by December 31.
4. Ensure training records are accurately entered into the Training Records Database (TRD) in accordance with the deadline established in this procedure.
5. Notify the Training Division between December 1st and 15th of each year of any police employee under their command who have not completed the required in-service training due to the employee being on limited duty status, military leave, disability leave, extended sick/injury leave and/or who resigned, retired, was discharged or who died.
6. Review employee memorandums evaluating training received and submit them to the Commander of the Training Division within 30 days of receipt.

I. Sworn employee responsibilities

Sworn employees shall:

1. Participate in all training required for the calendar year unless the employee is unable to participate due to being in one of the circumstances identified in paragraph H.5 above.
2. Audit their records in Acadis to ensure training they have received is documented in the system within 10 days from the last day of the training.

J. Instructor responsibilities

Department Instructors shall:

1. Not deviate from approved training programs and curriculum or instruct subjects which have not been researched and approved by the Training Division Commander.
2. Maintain lesson plans for all training provided to ISP personnel and training provided to other agencies as approved under SOP TRA-020.
3. Ensure all training provided conforms to and fulfills the requirement set forth in rules, regulations, SOPs and training manuals.
4. Continue to provide information to the Training Division to professionally develop training subjects and concepts.

K. Training Division responsibilities

1. Provide a program of instruction and any support necessary to fulfill training need(s).

2. Cause individual training record information to be submitted annually to the Indiana Law Enforcement Academy and the Law Enforcement Training Board (LETB), as required by IC 5-2-1-1(g) and ensure the training meets the “certification” requirements of the LETB.

L. This procedure is to be used in conjunction with all relevant department regulations, rules, policies and procedures.